



**BUILDING INSPECTION COMMISSION (BIC) DOCUMENTS DEPT.
Department of Building Inspection (DBI)
DEPARTMENT OF BUILDING INSPECTION
DIRECTOR SEARCH SUB-COMMITTEE**

JUL 22 2005

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**NOTICE OF SUB-COMMITTEE MEETING
Wednesday, July 27, 2005 at 9:00 a.m.
1660 Mission Street, Room 6034, San Francisco, CA 94103**

AGENDA

(The BIC will take public comment on every item appearing on the agenda. Members of the public who address the Commission have the discretion on whether or not they wish to identify themselves for the record.)

1. Call to Order and Roll Call.
2. Discussion and possible action to develop selection criteria, a job description, and a job announcement for the position of Building Inspection Department Director. Discussion and possible action to determine recruitment efforts, including locations for publishing the job description.
3. Public Comment: The BIC will take public comment on matters within the Commission's jurisdiction that are not part of this agenda.
4. Discussion and possible action to set a meeting and identify items that could be placed on the agenda of future meetings of the Committee.

MEMBERS OF THE COMMITTEE

Roy Guinnane, Commissioner
Frank Lee, Commissioner
Criss Romero, Commissioner

DEPARTMENT & COMMISSION STAFF

Amy Lee, Acting Director (415) 558-6131
James Hutchinson, Deputy Director (415) 558-6142
Wing Lau, Acting Deputy Director (415) 558-6135

Ann Aherne, Secretary (415) 558-6164
Sonya Harris, Asst. Secretary (415) 558-6164

5. Adjournment.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, TO OBTAIN A COPY OF THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT ADELE DESTRO, INTERIM ADMINISTRATOR, CITY HALL, ROOM 409, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689. OFFICE (415) 554-7724, FAX (415) 554-7854, E-MAIL: www.sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Sunshine Ordinance Task Force Office, the San Francisco Public Library and on the City's website at www.sfgov.org

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

MISSION STATEMENT

As a policy-making and supervisory body mandated by the City Charter, the seven-member citizen Building Inspection Commission will manage the Department of Building Inspection and the bodies subordinate to the Commission by overseeing the effective, efficient, fair and safe enforcement of the City and County's Building, Housing, Plumbing, Electrical and Mechanical Codes, along with Disability Access Regulations.

ACCESSIBLE MEETING INFORMATION POLICY

The meeting will be held at the Permit Center, located at 1660 Mission Street, Room 6034, 6th Floor. The closest accessible BART station is the Civic Center Station at 16th and Mission Streets.

Accessible MUNI/Metro lines servicing this location are the J-Church, K-Ingleside, L-Taraval, M-Ocean View, and N-Judah at Van Ness and Civic Center Stations; 14-Mission, 14L-Mission, 26-Valencia, and 42-Downtown bus lines. For information about MUNI accessible services call (415) 923-6142.

The meeting room is wheelchair accessible. Accessible curbside parking spaces have been designated on Mission Street in front of Discount Builders Supply for mobility-impaired persons. There is accessible parking available at the side lot of 1660 Mission Street.



To request a sign language interpreter, reader, materials in alternative formats, or other accommodations for a disability, please contact the **Commission Secretary, Ann Aherne (415) 558-6164** at least 72 hours in advance of the meeting to request these services.

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POLICY STATEMENT OF PUBLIC HEARING OR MEETING

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POLICY STATEMENT OF PUBLIC COMMENT

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SAN FRANCISCO LOBBYIST ORDINANCE

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BUILDING INSPECTION COMMISSION (BIC)
Department of Building Inspection (DBI)
DEPARTMENT OF BUILDING INSPECTION
DIRECTOR SEARCH SUB-COMMITTEE

NOTICE OF SUB-COMMITTEE MEETING

Monday, August 8, 2005 at 10:00 a.m.

1660 Mission Street, Room 6034, San Francisco, CA 94103

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AUG 09 2005

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AGENDA

(The BIC will take public comment on every item appearing on the agenda. Members of the public who address the Commission have the discretion on whether or not they wish to identify themselves for the record.)

1. Call to Order and Roll Call.
2. Presentation by Mr. Regan Williams of Bob Murray & Associates, an Executive Search Firm regarding strategies to hire a Director for the Department of Building Inspection.
3. Discussion and possible action to contract with an Executive Search Firm for the purpose of hiring a Director.
4. Update on the finalizing selection criteria, a job description, and a job announcement for the position of Building Inspection Department Director. Discussion and possible action to determine recruitment efforts, including locations for publishing the job description.
5. Public Comment: The BIC will take public comment on matters within the Commission's jurisdiction that are not part of this agenda.

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6. Discussion and possible action to set a meeting and identify items that could be placed on the agenda of future meetings of the Committee.
7. Adjournment.

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AUG 10 2005

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NOTICE OF SUB-COMMITTEE MEETING

Friday, August 12, 2005 at 9:00 a.m.

1660 Mission Street, Room 6034, San Francisco, CA 94103

AGENDA

(The BIC will take public comment on every item appearing on the agenda. Members of the public who address the Commission have the discretion on whether or not they wish to identify themselves for the record.)

1. Call to Order and Roll Call.
2. Discussion and possible action to contract with an Executive Search Firm for the purpose of hiring a Director.
3. Update on the finalizing selection criteria, a job description, and a job announcement for the position of Building Inspection Department Director. Discussion and possible action to determine recruitment efforts, including locations for publishing the job description.
4. Public Comment: The BIC will take public comment on matters within the Commission's jurisdiction that are not part of this agenda.
5. Discussion and possible action to set a meeting and identify items that could be placed on the agenda of future meetings of the Committee.
6. Adjournment.

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**BUILDING INSPECTION COMMISSION (BIC)
DIRECTOR SEARCH SUB-COMMITTEE
Department of Building Inspection (DBI)**

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NOTICE OF SPECIAL MEETING*
Tuesday, January 2, 2007 at 12:00 noon
City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416

AGENDA

(The BIC will take public comment on every item appearing on the agenda. Members of the public who address the Commission have the discretion on whether or not they wish to identify themselves for the record.)

1. Call to Order and Roll Call.
2. President's Announcements.
3. **Public Employee Appointment – Director of the Department of Building Inspection.**
Discussion and possible action to interview candidates for the position of Director of the Department of Building Inspection.
 - a. Public Comment on all matters pertaining to the Closed Session.
 - b. Possible action to convene a Closed Session.
 - c. **CLOSED SESSION:** Pursuant to Government Code Section 54957(b)(1) and the San Francisco Administrative Code Section 67.10(b).
 - d. Reconvene in Open Session to vote on whether to disclose any or all discussions held in Closed Session (Administrative Code Section 67.10(b)).
4. Adjournment.

*The Building Inspection Commission (BIC) and Director Search Sub-Committee (Sub-Committee) have noticed simultaneous meetings. If at least four members of the BIC are in attendance, the BIC meeting will take place and the Sub-Committee will be canceled. If fewer than four members of the BIC are in attendance, the meeting will proceed as a meeting of the Sub-Committee.

MEMBERS OF THE COMMISSION

Debra Walker, President**
Frank Lee, Vice-President
Joe Grubb, Commissioner
Mel Murphy, Commissioner**
Criss Romero, Commissioner
Michael Theriault, Commissioner**

**Members of the Sub-Committee

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CITY ATTORNEY REPRESENTATIVE
Dep. City Atty. John Malamut (415) 554-4622

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ACCESSIBLE MEETING INFORMATION POLICY

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Accessible seating for persons with disabilities (including those using wheelchairs) will be available. Assistive Listening devices will be available at the meeting. To request a sign language interpreter, reader, materials in alternative formats, or other accommodations for a disability, please contact the **Commission**

Secretary, Ann Aherne (415) 558-6164. Providing 72 hours notice will help to ensure availability.

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JAN - 8 2007

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NOTICE OF SPECIAL MEETING*

**Monday, January 8, 2007 at 11:00 a.m. (PLEASE NOTE TIME)
City Hall, 1 Dr. Carlton B. Goodlett Place, Room 400**

AGENDA

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Secretary, Ann Aherne (415) 558-6164. Providing 72 hours notice will help to ensure availability.

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POLICY STATEMENT OF PUBLIC HEARING OR MEETING

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POLICY STATEMENT OF PUBLIC COMMENT

Pursuant to Section 67.16 of the San Francisco Administrative Code, each member of the public may address the Commission once for up to three minutes on any agenda item.

SAN FRANCISCO LOBBYIST ORDINANCE

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**BUILDING INSPECTION COMMISSION (BIC)
DIRECTOR SEARCH SUB-COMMITTEE
Department of Building Inspection (DBI)**

NOTICE OF SPECIAL MEETING*

**Monday, January 22, 2007 at 11:00 a.m. (PLEASE NOTE TIME)
City Hall, 1 Dr. Carlton B. Goodlett Place, Room 400**

AGENDA

(The BIC will take public comment on every item appearing on the agenda. Members of the public who address the Commission have the discretion on whether or not they wish to identify themselves for the record.)

1. Call to Order and Roll Call.
2. President's Announcements.
3. Public comment on all matters pertaining to the Closed Sessions. (Items 5a & 5b)
4. Vote on whether to hold Closed Session with legal counsel. (San Francisco Administrative Code Section 67.10.)
5. CLOSED SESSIONS (ACTION ITEMS)

- a. Conference With Legal Counsel: Pursuant to Government Code Section 54956.9(a) and San Francisco Administrative Code Section 67.10(d)(1).

Eun Young Lee v. City and County of San Francisco (DFEH Case No. E200506A1088-00-sc).

Discussion and possible action to recommend that the Board of Supervisors approve settlement of the claim.

MEMBERS OF THE COMMISSION

Debra Walker, President**
Frank Lee, Vice-President
Joe Grubb, Commissioner
Mel Murphy, Commissioner**
Criss Romero, Commissioner
Vahid Sattary, Commissioner
Michael Theriault, Commissioner**
**Members of the Sub-Committee

DEPARTMENT & COMMISSION STAFF

Amy Lee, Acting Director (415) 558-6131
Wing Lau, Deputy Director (415) 558-6139
Carla Johnson, Acting Deputy Director (415) 558-6676

Ann Aherne, Secretary (415) 558-6164
Sonya Harris, Asst. Secretary (415) 558-6164
CITY ATTORNEY REPRESENTATIVE
Dep. City Atty. John Malamut (415) 554-4622
Dep. City Atty. Elizabeth Salvesson (415) 554-3809

- b. Public Employee Appointment – Director of the Department of Building Inspection, Discussion and possible action: Pursuant to Government Code Section 54957(b)(1) and the San Francisco Administrative Code Section 67.10(b).
6. Reconvene in Open Session to vote on whether to disclose any or all discussions held in the Closed Sessions. (San Francisco Administrative Code Section 67.10(b).)
7. Adjournment.

*The Building Inspection Commission (BIC) and Director Search Sub-Committee (Sub-Committee) have noticed simultaneous meetings. If at least four members of the BIC are in attendance, the BIC meeting will take place and the Sub-Committee will be canceled. If fewer than four members of the BIC are in attendance, the meeting will proceed as a meeting of the Sub-Committee.

Copies of all documents referred to in the agenda are available for public inspection and copying between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday, at the Building Inspection Commission, 1660 Mission Street, 6th Floor, San Francisco, CA 94103 and will be available at the January 22, 2007 meeting. [Ann Aherne, 558-6164]

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, TO OBTAIN A COPY OF THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT ADELE DESTRO BY MAIL TO INTERIM ADMINISTRATOR, SUNSHINE TASK FORCE CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689. OFFICE (415) 554-7724, FAX (415) 554-7854, E-MAIL: sottf@sfgov.org

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/> and at the San Francisco Public Library.

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MISSION STATEMENT

As a policy-making and supervisory body mandated by the City Charter, the seven-member citizen Building Inspection Commission will manage the Department of Building Inspection and the bodies subordinate to the Commission by overseeing the effective, efficient, fair and safe enforcement of the City and County's Building, Housing, Plumbing, Electrical and Mechanical Codes, along with Disability Access Regulations.

ACCESSIBLE MEETING INFORMATION POLICY

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